

June 19, 2017

**Memorandum**

To: (Supt./Deputy Supt./ Appropriate CFO/CAO/CIO)

From: Eileen Townsend, Section Chief *EST*

Subject: Intent to Contract  
Requisition No. RQ 19826584 NC10240029 *RQ 20523126*  
(Required for Service Contracts Greater Than \$5,000)

**Important Information:** Approval of this Memorandum of Intent to Contract is required prior to initiating the contract process. It does not constitute a contract, nor does it imply that a contract will be approved. In that regard, please note that no contractor work can begin until a contract has been approved and signed by both parties. Signed contracts will be returned to the listed DPI Contract Contact Person by the DPI Purchasing and Contracts Section.

**Instructions:** The questions/information in this memorandum must be completed, and the appropriate approvals obtained prior to initiating a Request for Proposal (RFP) or any contract paperwork, including amendments. All appropriate requested questions and information must be answered and completed, or the form will be returned. If approved, the original memorandum will be forwarded to the Purchase and Contracts Section, and a copy will be returned to the division. If not approved, the original memorandum will be returned to the division.

1. Please complete the following information (If you will use competitive bidding, please insert a short name for the RFP or other bid instrument in the place for Contractor Name; for example: RFP for Parking Services, and do not complete the contract amount or contract dates.)

**Contractor Name: Assured Partners of North Carolina, LLC**  
**Contract Amount (if this request amends the amount, please enter the amended amount): \$7,700,000 (\$4,700,000 plus \$3,000,000 TBD)**  
**Contract Dates: 9/1/15 – 9/1/18**  
**DPI Contract Contact Person and Telephone Number: Eileen Townsend, Section Chief, 919 807-3522**

2. Is this a contract amendment? If so, please explain fully why you are amending it.  
**Yes. Exercising option for third year of contract.**  
(Note: If the amendment is for a date extension only, do not answer questions #3 through #12)
3. Why are you initiating a contract? **To secure Professional Liability Coverage for school employees. What services will you require? Professional insurance services from an agent or broker. Professional liability coverage from the insurer.**
4. How does the contract add value to the teaching/learning process? **N/A**

5. Is the service unique and not repetitive with agency activity or other contracts? **Yes.** Please state why this service cannot be performed within the resources of the agency. **This is a specialized contract as required under budget item. Liability Insurance for Public School Personnel, Senate Subcommittee on Education.**
6. What is the impact, if you do not contract for these services? **N/A**
7. If this contract is being paid with grant money, does the grant require the contracted services? Please describe the grant references to these contracted services, and give a synopsis of the grant. **No.**
8. Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12. **No. Amending contract NC10240029 –Amend 1**
9. Are you using an IT Supplemental Staffing Convenience Contract or other type of convenience contract? If yes, please skip question # 10 and complete questions # 11 and # 12. **N/A**
10. Do you plan to request sole sourcing for this contract? If yes, please complete and attach the required sole source justification memorandum. Sole sourcing is warranted whenever only one acceptable source can be found; sole sourcing should never be the first consideration. (**Important:** The approval of the DPI Section Chief for Purchasing and Contracts, and approval by the Division of Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.) **N/A**
11. Have you contracted with this vendor previously for related services? If yes, please provide the contract number of all contracts with this vendor during the last twelve months. **Yes. Contract number NC10240029 9/1/15-8/31/16, NC10240029 Amend 1 9/1/15-8/31/17.**
12. How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent. **N/A**
13. Is this contract for information technology services? **No**
14. If this is a personal service contract request, is the vendor/contractor a retiree?

\_\_\_\_\_ Yes      X   No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. RQ 20522126

Budget Code: 187010741000

Signed: Roz B. Page  
Budget Representative

Date: 7/6/17

Requisition No. RQ 20522126

Approved: Yes  No

Signed: MPitre-Martin  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

Date: 6-23-17

**For Technology Contracts Only:**

Approved: Yes  No

Signed: \_\_\_\_\_  
Chief Information Officer

Date: \_\_\_\_\_